

The Owners' Strata Corporation LMS 1866 Commercial

288-970 Burrard Street, Vancouver, BC V6Z 2R4

COMMERCIAL COUNCIL MEETING DRAFT MINUTES, OCTOBER 15, 2009

Present:	John Davies, President	Guests:	Peter Morgan, Owner/Occupant
	Mark Bentz, Vice- President		Michael Sanderson, Occupant
	Tony Lum, Treasure		Martha Welsh, Owner/Occupant
	Keith Hyde, Director		Zuzana Palovic, Minutes taker

Meeting was called to order at 3:06 pm by John Davies. Quorum was present

MOTION to accept Minutes of Meeting Sept 15, 2009. CARRIED.

1. FINANCIALS

Tony Lum has separated the special levied projects from the normal operating budget and we are now running a year-to-date surplus. Tony Lum reported the current commercial section financials are in good standing and should not have issues for the rest of the current budgeted year. Tony confirmed that there has been some savings over the summer period; however costs are expected to go up in the winter period as the building requires additional heating.

MOTION to accept the financial report as presented. CARRIED.

2. REVIEW QUOTE/ BID PROCESS FOR MAJOR PROJECTS

The board will continue to act with due diligence, and action any maintenance/operational activities that are below \$2,500, without necessarily requiring additional quotes. However, for projects that are greater than \$2,500, 3 different quotes shall always be provided for council approval. The council may approve unbudgeted projects up to \$5,000, except in the case of emergency, where the council has the right to spend required funds until the emergency problem is resolved.

3. REVIEW THE RE-WRITING OF THE BYLAWS.

The current bylaws mostly consist of Residential Section material. The council has approved \$500 for Peter Morgan to review the current bylaws, and present a clearly outlined process to rewrite them according to 3 sections: 'Common Bylaws' that apply to both Commercial and Residential, 'Commercial Only' and 'Residential Only'.

MOTION to approve the funding of \$500 to Peter Morgan to conduct bylaws investigation, and report to the council on the process and approach to rewriting the The Electra Bylaws. CARRIED.

4. REVIEW HOURS OF OPERATION AND BUZZER USE INSTRUCTION

Some concern was expressed regarding access to the building on weekends. The council confirmed that a new buzzer system was installed so that businesses and their clients can gain access to the building outside of standard operating hours.

MOTION to maintain system as is. CARRIED.

5. NEW ELEVATOR CARPET UPDATE: New carpet has been installed on the 1st, 2nd and Mezz. Floor elevator lobby areas

6. NEW MAIN LOBBY FURNITURE UPDATE

Ongoing – the board members will further look at furniture showrooms in their area, and report back to the board with potential options.

7. CROWN/ ROOF PARAPET UPDATE

Project was completed on time and is projected to be under budget. The strata would like to thank the Residential Council for following through on their contributions.

8. REVIEW OPTION FOR METERED PARKING: Options to be presented at joint council meeting.

9. TREE TRIMMING UPDATE: Completed.

10. ROOF ANCHORS/ FALL PROTECTION FOR WINDOW CLEANING: To be presented at joint council meeting.

11. REPLACING SEWER PIPE UPDATE: To be presented at joint council meeting.
12. HVAC SYSTEM CHEMICAL TREATMENT UPDATE
Tony Lum is currently working with IPAC Chemical to better treat and normalize the HAVC water system, in order to reduce the frequency and high cost of repairs.
All remaining dirty water will be flushed out and chemicals will be added to the system by Oct 25th.
13. REVIEW NO SMOKING POLICY
No Smoking signs have been posted throughout the building. These signs also warn violators of potential fines.
14. GLASS WALL INSTALLATION AT THE ATRIUM CONFERENCE ROOM UPDATE
Michael Sanderson presented the quotes he solicited for the Atrium Enclosure on behalf of the committee. There was some discussion regarding whether the glass enclosure would indeed reduce sound to the 1st floor hallway and surrounding units. Two attendees (Martha Sanderson and John Davies) went to the enclosed hallway on the 2nd floor, and determined that an enclosure does indeed block the sound out almost entirely. There were also some questions as to how the enclosure might affect the value of the adjacent units. John Davies indicated, that a commercial realtor had informed him, that the units on the first floor were somewhat discounted, due to their location relative to the unenclosed Atrium. Based on the information and quotes provided, the board will make a decision as to what it feels is the most suitable solution. The contract will be awarded and work will be completed within the next few weeks.
15. BUILDING PROJECTS (ENVELOPE CAULKING BUDGET UPDATE): To be discussed at the Joint Council meeting.
16. DISCUSS CHILLER MAINTENANCE CONTRACT
Tony Lum, who has studied the system extensively, reported that based on his experience with the system the Annual Maintenance Contract is not necessary. Past experience has shown, that even with a maintenance contract in place, the system was still allowed to deteriorate. As a preventative measure we now closely monitor the chiller in-house. The board agreed to forgo the implementation of a maintenance contract.
17. REVIEW SUGGESTION FOR PRE-PURCHASE OF COMMONLY USED FILTERS, GASKETS, SEALS AND ELECTRONIC VALVES RELATED TO HVAC SYSTEM.
Tony Lum advised that there would be great cost savings benefit, if we pre-purchased many of the key components that need to be replaced per occasion. The board agreed, in principal, that this would be a logical decision. Tony Lum will come up with a list of parts and prices for the council's consideration.
18. REVIEW POLICY RELATED TO THE RENTING OF THE ATRIUM
The board reiterates and supports the current policy that the Atrium is for transient/impromptu meeting use only, with the exception of the strata board meetings and other commercial strata-related business. For any 'special' use of the space outside of this policy, owners may submit their request in writing to the Electra Council for consideration. The council can refuse to grant 'special' use of this area, if it's deemed that said use will prove either disruptive to the adjoining offices, or if said use will have, in the opinion of the board, potential negative impact on the space.
19. DISCUSS AND SELECT CHRISTMAS PARTY PLACE, DATE AND TIME: To be discussed at joint council meeting.
20. OWNER/TENANT SPECIAL REQUEST PROCEDURE REVIEW(SUGGESTED PROCESS PLS VIEW ATTACHMENT)
If a 'rush request'/ 'unusual request' is placed (generally requiring action within 2 business days), owners must pay a none refundable 'rush fee' of \$100 to process the given request. These would be special requests that go outside the normal operation procedures. A letter of communication must be filled, and the service fee must be paid, before action can be taken.
MOTION to approve the standard and urgent/rush request procedure. CARRIED.
21. New business: None.

MOTION To Adjourn Meeting at 5:40pm. CARRIED.